

FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Case Manager
(Bargaining)

PCN: 107079

DEPARTMENT/Location: Hospital Unit/West Center

P. R.: O1O

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Determine initial eligibility for persons in a hospital setting who are requesting public assistance. This may include Medicaid, OWF, Disability Assistance, or Food Assistance programs. When required by regulation, conduct in-depth, in-person interviews with applicant or their primary information person (PIP) to screen financial circumstances in relation to existing eligibility requirements. Must be able to communicate public assistance requirements, rights and responsibilities, and detailed instructions effectively, both verbally and in writing. Review and evaluate all forms of financial records including, but not limited to, bank statements, brokerage statements, insurance and retirement investments, property holdings, tax returns, and personal handwritten records. Apply spousal impoverishment rules when applicable, including the completion of a resource assessment. Assist applicant with disability referral. Complete home visits if applicant unable to come to office. Must have a valid driver's license and use of private automobile for travel. Complete direct data entry into CRIS-E and other computer systems, and must evaluate computer-generated results for correct eligibility status, and correct data. Must also review existing data in CRISE and be familiar with many subsystems. Complete an annual (or more frequent) review of Medicaid eligibility to determine continuing need by assessing current resource situation, reviewing real property issues, verifying current, past, and anticipated income, and completing home visits with those who are incapable of coming to agency or out-station setting. Investigate information reported through data exchange systems from Social Security, IRS, IEVS or PARIS matches, and other sources for accuracy and effect on eligibility status. Interpret agency and state/federal policy to hospitals, social workers, other medical professionals, and general public. Answer inquiries from general public, attorneys, and financial counselors concerning basic and complex eligibility requirements.

MINIMUM QUALIFICATIONS: An Associate's degree in social work or human services field is required; supplemented by two (2) years of experience in social work, case management, or public assistance programs; or any equivalent combination of training and experience.

STARTING SALARY: \$ 15.50 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Tuesday, April 03, 2012

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Monday, April 09, 2012, at 5:00 pm
DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Monday, April 16, 2012, at 5:00 pm

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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